

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Engineering Assistant III	Job Family: 3
General Classification: Front-Line	Job Grade: 24

Definition: To oversee and participate in the activities of a major engineering unit within the Engineering Division; to perform the more complex paraprofessional and technical engineering tasks within the unit; and to supervise, train and evaluate assigned technical staff, as necessary.

Distinguishing Characteristics: This is the advanced journey level class in the paraprofessional engineering series. Positions in this class possess the applicable experience and training background required for the paraprofessional engineering series. The Engineering Assistant III class is distinguished from the Engineering Assistant II by the responsibility assumed for overseeing a major engineering unit or program within the Engineering Division. Incumbents typically perform the more complex duties and tasks assigned to positions within the assigned unit and possess specialized skills, knowledge and abilities beyond those of the lower classifications. The exercise of independent judgment is often times used. Receives direction from higher level professional engineering staff. May exercise indirect supervision over assigned paraprofessional and/or technical engineering staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Oversee and participate in the operation of a major unit or program within the engineering division.
2. Assist project engineers to prepare plans, specifications and contract documents.
3. Research and collect data for design of capital improvement projects and other City projects.
4. Coordinate and direct through the plan check and approval process all private development projects.
5. Review and process excavation permits, encroachment permits, sidewalk permits and prepare all associated paperwork relative to development of proposals.
6. Assist the public with requested information, various applications and forms at the counter and on the phone.

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7. Provide miscellaneous assistance in support of the above duties in the areas of file research, field reviews and fee calculations.
8. Perform the more complex paraprofessional and technical engineering tasks within the unit.
9. Check plans for accuracy, suitability and completeness, and make recommendations for revision and improvement.
10. Review specifications for completeness and accuracy.
11. Confer with contractors, consulting engineers, subdividers and members of the public relative to assigned area of responsibility.
12. Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.
13. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil engineering and its administration; modern methods and techniques used in the design, construction and surveying of a variety of public works engineering projects, including street, sewer, traffic and storm drain projects; tools and techniques used in engineering drafting and design; applicable laws and regulatory codes relevant to design and construction in the areas of assignment; applicable computer aided design software related to engineering tasks (e.g., Autocad); principles and practices of basic mathematical and engineering calculations; principles and techniques of supervision and training.

Ability to: Calculate engineering computations accurately and check, design and supervise the construction of a variety of public works projects for thoroughness; operate safely and efficiently survey equipment; prepare specifications, contract documents and write technical reports; establish and maintain effective work relationships with City staff, developers, engineers, contractors and the general public; coordinate and oversee the work of assigned staff, as necessary; communicate effectively, both orally and in writing.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible and varied paraprofessional civil engineering experience, three of which are comparable to an Engineering Assistant II with the City of Mountain View; and equivalent to the completion of college level course work in civil engineering or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.

Established February 1980

Revised May 1995

CLASS SPECS

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